



ABC –ENFORCEMENT AGENT I

CHARACTERISTICS OF WORK:

This work involves the enforcement of state laws regulating the sale of alcoholic beverages. Incumbents conduct investigations covering the illicit manufacture, transportation and sale of alcoholic beverages; and retail dealer permits. Work also includes performing undercover investigations in areas where agent is not known; executing search and seizure warrants; arresting law violators; and testifying as a witness for the State in criminal and civil cases. Incumbents exercise independent judgment and initiative with a wide degree of latitude. Incumbents work under the supervision of an ABC-Agent-in-Charge and may be functionally supervised by an ABC Enforcement Agent II and III. The incumbent performs duties according to state laws and the Division's regulations and policies.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in Criminal Justice, Law Enforcement, Criminology, Police Science, Police Administration, or a directly related field.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Possession of a current State of Mississippi Law Enforcement Professional Certificate.

Documentation Required:

Applicant must attach a valid copy of his/her State of Mississippi Law Enforcement Professional Certificate, when applicable.

Special Requirements:

Applicant must be 21 years of age as required by Section 45-9-101, 45-3-9 and 35.2.1.16 of the Mississippi Administrative Code.

Applicant must be a citizen of the United States and a resident of Mississippi.

Applicants will be required to pass a physical examination before appointment.

Applicant must meet all additional Qualifications of Personnel as required by 67-1-25 of MS Code Annotated of 1972.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Smell/Taste: Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; walk; and sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies

or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Law Enforcement: Maintains knowledge of and enforces state laws and regulations pertaining to the manufacture, distribution, possession, and sale of alcoholic beverages.

Performs criminal enforcement activities involved in detecting and investigating illegal acts and violations of Mississippi Prohibition Laws and Local Option Alcoholic Beverage Control (ABC) Laws. Executes search and seizure warrants to obtain evidence to be used for prosecution of suspects in court. Interprets and enforces laws, rules, and regulations. Testifies as a witness in court. Maintains agency standard in firearm proficiency.

Investigation: Examines and evaluates all relevant facts to determine a logical and supported conclusion.

Investigates the illicit manufacture, transportation, and sale of alcoholic beverages. Performs undercover investigations. Conducts a thorough analysis of the facts. Gathers evidence and ascertains facts. Collects and synthesizes information obtained through research.

Information Management: Identifies a need for and knows where or how to gather information; organizes and maintains information.

Makes use of various leads and clues to develop information and evaluate credibility of informants. Identifies key issues and facts. Interviews persons and reviews records to compile evidence.

Report writing and Record Keeping: Maintains adequate records and files on investigative findings; prepares reports based on findings.

Prepares investigative reports of findings and makes recommendations to administrative superior as to appropriate action. Prepares and maintains investigative files. Uses correct spelling and grammar. Submits reports on time.

Decision Making and Problem Solving: Identifies problems, analyzes information, and evaluates results to choose the best solution and solve problems.

Demonstrates the ability to anticipate potential—and identify existing—problems; uses problem solving tools to navigate to a practical solution. Makes objective, impartial, well informed decisions to provide recommendations and solutions.

Establishing and Maintaining Interpersonal Relationships: Develops constructive and cooperative working relationships with others and maintains them over time.

Develops and maintains effective contact with a large number of reliable informants. Maintains liaison with local officials. Possesses effective communication skills.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Performs criminal enforcement activities involved in detecting and investigating illegal acts and violations of Mississippi Prohibition Laws and Local Option Alcoholic Beverage Control (ABC) Laws.
2. Performs administrative and office duties.
3. Completes special assignments, investigations and training requirements.
4. Maintains agency standards in firearm proficiency.
5. Conducts background investigations of ABC permit applications and regulates ABC licensed business to ensure compliance with Mississippi liquor laws.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Conducts investigations of violations of the prohibition laws.

Investigates the illicit manufacture, transportation and sale of alcoholic beverages.

Performs undercover investigations.

Executes search and seizure warrants and arrests law violators.

Makes use of various leads and clues to develop information and evaluate credibility of informants.

Develops and maintains effective contact with a large number of reliable informants.

Assists administrative superiors in planning, organizing and directing the enforcement activities involved in the investigation, prevention and detection of law violations.

Maintains liaison with local officials.

Testifies as a witness in criminal and civil proceedings.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.